

**SUPPORT SPECIALIST 2
NEIGHBORHOOD AND EVENTS
OFFICE OF THE MAYOR**

SALARY RANGE: \$18.18 - \$24.36 per hour

CLOSING DATE: October 6, 2015

Are you a community thrill seeker? Do you enjoy working hard, having fun, and planning memorable community events? Do you thrive working in a fast-paced environment and excel at multi-tasking under tight deadlines? Then you might have found your niche at the City of Beaverton. We are looking for our next great team member and we need you.

This position is the glue that holds our team together. You will be helping to coordinate and plan details for some of our most popular and well-attended community events like neighborhood picnics, movies in the parks, community bike rides, outdoor concerts and international celebrations. You will get to help coordinate entertainers, arrange for supplies, help plan marketing materials, keep track of project budgets, and help coordinate event volunteers. To succeed, you need to know your way around spreadsheets, word docs, graphic design software (Publisher and Adobe Suite- In Design, Illustrator and Photoshop), be comfortable packing, unpacking, carrying supplies, and a million more tasks.

You MUST have a flexible schedule and a POSITIVE attitude. City events happen on nights and weekendsSo if that isn't your thing This job isn't for you. And our team members are always serving the public....so having a passion for public service....and a great positive attitude is a MUST.

If you can see yourself as part of our team, go on to our website at www.BeavertonOregon.gov and fill out our application. Send us a resume too!!

Minorities and veterans are encouraged to apply.

